



DEPARTMENT OF THE NAVY
COMMANDER
HELICOPTER TACTICAL WING
U.S. PACIFIC FLEET
NAVAL BASE CORONADO P.O. BOX 357096
SAN DIEGO, CALIFORNIA 92135-7096

COMHELTACWINGPACINST 13650.1A CH-1

N4

14 Jul 99

COMHELTACWINGPAC INSTRUCTION 13650.1A CHANGE TRANSMITTAL 1

Subj: AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL)
PROGRAM

1. Make the following pen and ink changes to the basic instruction:

- a. Change reference (b) to read 4790.2G vice 4790.2F.
- b. Change enclosure (1), paragraph one title to read Maintenance Officer (MO) vice Aircraft Maintenance Officer (AMO).
- c. Change throughout enclosure (1) AMO to read MO.

Dm Sullivan
D. M. SULLIVAN
By direction

Distribution:
COMHELTACWINGPACINST 13650.1A (CH-1)
List I, II



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COMHELTACWINGPAC INSTRUCTION 13650.1A

Subj: AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL)
PROGRAM

Ref: (a) NAVAIRINST 13650.1C
(b) OPNAVINST 4790.2 *16*
(c) COMNAVAIRPACINST 13650.2
(d) NAVSUP Manual, Volume II
(e) NAVSUP Publication 485
(f) NAVSUP Publication 567, Volume I

Encl: (1) Specific Areas of Responsibility for COMHELTACWINGPAC
Activities
(2) Requesting IMRL Tailoring Within the Computed
Allowance (C/A)
(3) Procedures to Declare/Retain Excess SE
(4) Requisitioning Procedures
(5) SE Shipping Instructions

1. Purpose. To publish additional guidance to policies, procedures, and responsibilities set forth within references (a) thru (c), for management of the Aircraft Maintenance Material Readiness List (AMMRL) Program for activities under the logistics management of Commander, Helicopter Tactical Wing, U.S. Pacific Fleet (COMHELTACWINGPAC). Enclosure (1) contains specific areas of responsibility. Due to the extensive revision this instruction should be reviewed in its entirety.

2. Cancellation. This instruction supersedes COMHELTACWINGPACINST 13650.1, COMHELTACWINGPACINST 13540.1, and COMHELTACWINGPACINST 4440.1.

3. Scope. The scope of the AMMRL program is prescribed by references (a) and (b), both in terms of program management and Support Equipment population.

4. Background. The AMMRL program is a NAVAIR managed program that provides a data collection/information distribution

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infrastructure for effective management of Support Equipment (SE) used by aviation maintenance activities. It interfaces with activities involved in budgeting, acquisition, distribution, inventory management, logistics support and SE disposal within the naval aviation community. The goal of the AMMRL program is to ensure the availability of SE to meet flight and personnel safety requirements, operational readiness, and mission effectiveness. Reference (c) provides specific guidelines for the management of the Individual Material Readiness List (IMRL) Program.

5. Policy. The AMMRL program is governed by the policies and procedures established in references (a) through (f). Additionally, the following guidance applies:

a. Approval for exceptions to established policy must be submitted in writing to the AMMRL Program Manager, via COMNAVAIRPAC.

b. COMNAVAIRPAC will not initiate, process or honor requisitions for SE having Cognizance Codes (COG) of 2V or 6R. SE with 2V or 6R COG will be shipped to requiring activities based on COMNAVAIRPAC established priorities and review of activity inventories against allowances.

6. Applicability. The AMMRL program and this instruction apply to all aviation maintenance activities under the administrative/logistics cognizance of COMHELTACWINGPAC.



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SPECIFIC AREAS OF RESPONSIBILITY
FOR COMHELTACWINGPAC ACTIVITIES

1. Aircraft Maintenance Officer (AMO). The AMO will be responsible for overall management of the activity's IMRL program. Responsibilities includes:

a. Designating a knowledgeable, formally trained senior petty officer (E-5 or above) as the activity SE Asset Manager. Selection of members who are facing imminent separation or retirement is not in consonance with Wing SE program objectives. Long term assignment (minimum of one year) of quality personnel is essential. The following requirements must be met:

(1) Ensure incumbents have attended or will be scheduled to attend the current FASOTRAGRU SE Asset Manager's Course.

(2) Ensure incumbents have a training or turnover period of no less than one month with the current SE Asset Manager.

(3) Ensure incumbent is not assigned collateral duties that would interfere with the performance of their primary duty as SE Asset Manager, i.e., Hazmat Coordinator, LPO.

b. Reviewing requests for revisions to the IMRL.

c. Ensuring Wing SE Asset Manager is notified upon relief of SE Asset Manager.

d. Inventoring SE and ensure submission of annual report of completion to COMHELTACWINGPAC by 31 December.

e. Inventoring SE upon relief of CO, AMO, division officer, work center supervisor and work center SE Asset Manager. For activity's with detachments, an inventory will be conducted both pre and post cruise.

f. Ensuring an on-going technical training program for the IMRL is in effect and conducted at least quarterly.

g. Ensuring on-going training of Local Asset Management System (LAMS) operators to maintain continuity of LAMS knowledgeable personnel. Maintaining a current LAMS inventory is mandatory.

Encl (1)

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2. Maintenance/Material Control Officer (MMCO). The activity's MMCO will be responsible to the AMO for:

a. Reviewing the IMRL for adequacy.

b. Initiating action for revisions and to administratively maintain and report material authorized by the IMRL.

3. Division Officer. Division officers will be responsible to the MMCO for initiating actions to obtain the authorized allowance of SE, including those items that will be subcustodied to supported work centers or dets.

4. Material Control. Material Control will be responsible to the MMCO to administratively maintain and report material authorized by the IMRL.

5. SE Asset Manager. The primary goal of the SE Asset Manager is to ensure all required SE is on-hand. In addition to material management experience, minimum requirements include an indepth knowledge of this instruction and its references. Responsibilities include:

a. Validating IMRL SE requirements with each work center.

b. Performing IMRL Reviews with Wing SE Asset Manager annually.

c. Submitting IMRL revision requests as required to adjust authorized allowances. Revision requests to tailor above the computed allowance will be submitted during annual IMRL reviews, however, urgent requirements may be submitted at any time. Tailoring within the computed allowance will be performed as delineated in enclosure (2).

d. Requisitioning shortages and/or request disposition instructions for excess SE, enclosures (3) and (4) apply.

e. Maintaining current status of all requisitions, performing follow-up actions as necessary.

f. Ensuring all on-hand SE is identified and reported in the Support Equipment Resources Management Information System (SERMIS) and LAMS inventory.

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g. Upon receipt of new IMRL, immediately verify the activity's support requirements. Report any discrepancies to COMNAVAIRPAC, Code N422B2 via Wing SE Asset Manager, Code N422.

h. Reviewing bi-monthly IMRL allowance supplements/IMRL Aircraft Inventory Record (AIR). Validate SE addition(s) and/or deletion(s) with applicable work centers.

i. Updating and maintaining LAMS inventories.

j. Maintaining a backup of LAMS "IDX" files. Five backup diskettes will be maintained on a rotational basis. Each diskette will be labeled MONDAY, TUESDAY, WEDNESDAY, THURSDAY and FRIDAY, respectively. The filename and date backup was performed will be annotated on each diskette (in pencil).

k. Preparing and submitting SERMIS SE TRs/ATRs. Transaction reports will be forwarded directly to COMNAVAIRPAC.

l. Reviewing SERMIS generated output reports, make corrections as required and forward copy of annotated report(s) to COMNAVAIRPAC via Wing SE Asset Manager.

m. Initiating surveys to remove EVEN and 7 COG SE from SERMIS. Surveys are required when SE is Beyond Economical Repair (BER), obsolete, missing, lost or stolen. Survey requirement for SE with ODD COGs (except 7 COG) will follow references (d) thru (f) or as required by the activity's Commanding Officer.

n. Ensuring proper procedures are followed when shipping SE, enclosure (5).

o. Providing training to work center and/or division SE Asset Managers on billet requirements and procedures.

p. Conduct an annual wall-to-wall inventory. IT IS MANDATORY THAT THIS INVENTORY BE AN ACTUAL WALL-TO-WALL PHYSICAL INVENTORY AND BE CONDUCTED BY A TEAM OF E-5/E-6 PERSONNEL WHO ARE FAMILIAR WITH THE SE WITHIN THEIR WORK CENTERS AND/OR DIVISIONS. IF THE SE ASSET MANAGER IS NOT A CPO OR ABOVE, A CPO WILL BE ASSIGNED AS OVERALL TEAM LEADER.

6. Specific areas of responsibilities as delineated in this enclosure will be monitored through Wing Maintenance Program

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Assists (MPAs) and Aircraft Maintenance Evaluations (AMES).

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REQUESTING IMRL TAILORING WITHIN THE COMPUTED ALLOWANCE (C/A)

1. IMRL tailoring requests within the C/A, and requests to delete Support Equipment Controlling Authority (SECA) deviations, will be submitted to the Wing SE Asset Manager via naval message. COMNAVAIRPAC Code N422B2 will be an info addressee on all messages. If requesting tailoring for custody coded SE, the supporting AIMD will also be action.
2. Tailoring requests for avionics and non-avionics SE will be submitted as separate messages. Non-avionics SE shall be grouped by its respective sub-section, such as AIRFRAMES, POWER PLANTS, GENERAL, etc.
 - a. The subject line for avionics messages will read:
AMMRL N422B1 AVIONICS IMRL TAILORING REQUEST
 - b. The subject line for non-avionics messages will read:
AMMRL N422B1 NON-AVIONICS IMRL TAILORING REQUEST
3. The activity's IMRL and IMRL date will be listed as a reference.
4. The message will include the activity's AMMRL Activity Identifier(AAI), IMRL line number, Prime NIIN, from authorized allowance (FM A/A), To A/A, on-hand (O/H) Qty, and justification (JUSTI).
5. Requests to tailor to zero will include detailed justification as to why the item is no longer required. "SE NOT REQUIRED" is not sufficient justification. Examples of justification include change in mission, change in base load, change in work load, change in maintenance procedures, change in the Weapons System Planning Document (WSPD), a Support Equipment Change (SEC), an Avionics Change (AVC), or work-around procedure (state work-around procedure being used), etc.
6. Messages containing requests to tailor to zero will include the following statement: "(Your activity name) Maintenance Officer concurs items being requested to tailor to zero are not essential for mission support."
7. The message text will be in the following format:

Encl (2)

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8. REQUEST TAILOR THE FOL ITEMS FOR AAI XXXX:

LINE	NIIN	FM A/A	TO A/A	O/H	JUSTI
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PWR PLANTS

136	01-283-4363	3	2	3	NOTE 1
137	01-309-9152	1	0	0	NOTE 2

GENERAL

223	01-309-9152	6	2	2	NOTE 1
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NOTE 1: DUE TO CHANGE IN BASE LOAD, 2 EA ARE SUFFICIENT.

NOTE 2: NOT REQUIRED DUE TO EXISTING WORK-AROUND PROCEDURE
(state work-around procedure being used).

9. (Activity Name) MAINTENANCE OFFICER CONCURS ITEMS BEING
REQUESTED TO TAILOR TO ZERO ARE NOT ESSENTIAL FOR MISSION
SUPPORT.

10. If a request to decrease the A/A will create excess SE,
enter the equipment condition code in the appropriate column of
the message. COMNAVAIRPAC will provide disposition instructions
for those SE.

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PROCEDURES TO DECLARE/RETAIN EXCESS SE

1. When an activity has physical custody of SE in excess of the IMRL authorized C/A, or SE not authorized by the IMRL, the following action applies:

a. For SE with valid requirements, submit an IMRL Revision Request (NAVAIR Form 13650/1), via the Wing SE Asset Manager, citing applicable references and full justification. COMNAVAIRPAC Equipment Manager may authorize retention without further action.

b. For ODD COG (except 7Z) consumable SE items, report the SE as excess with detailed justification for retention. Direction to transfer these items at a later date to fill valid deficits should be anticipated.

2. Procedures to Request Disposition Instructions. Activities will report excess SE to the Wing SE Asset Manager via naval message (info COMNAVAIRPAC) as follows:

a. SE will be grouped by the following categories (separate message for each category):

(1) Avionics. Enter AMMRL N422B2 AVIONICS IMRL SE EXCESS DISPOSITION REQUEST as the subject line.

(2) Non-avionics (airframes, power plant, general, all armament handling and facility). Enter AMMRL N422B2 NON-AVIONICS IMRL SE EXCESS DISPOSITION REQUEST as subject line.

(3) GPETE (7Z COG). Enter AMMRL N422B1 GPETE IMRL SE EXCESS DISPOSITION as the subject line.

Example of Format:

P/N	CAGE	NIIN	A/A	O/H	EXCESS	COND
AIRFRAMES						
36733136	18355	00-656-3157	4	5	1	R-3
GENERAL						
65A102J1	13479	00-930-1801	4	7	2	O
65A102J1	13479	00-930-1801	O	1	1	R-1

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3. Condition codes R-1/R-3 will include a statement identifying the required repair action, parts required and whether the item can be repaired locally. Ensure the condition code listed coincides with the fourth position of the SM&R code for the item. See reference (c) for equipment condition codes.

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REQUISITIONING PROCEDURES

1. Procedures to Request ODD COG IMRL SE. When an item meets the criteria of a "Pull" item, (ODD COG except 7Z), and is shown as a deficit in an activity's IMRL, activities will submit requirements for IMRL SE to the Wing SE Asset Manager. Example of message formats can be located in reference (c). If there is no excess within HELTACWINGPAC Squadrons or COMNAVAIRPAC, the following procedures will apply:

a. Replacement SE will be requisitioned using OFC-50 funds.

b. Initial Outfitting/Reoutfitting will be requisitioned using OFC-09 funds. COMNAVAIRPAC will allocate OFC-09 funds.

NOTE: OFC-09 funds are used to provide authorized SE to a newly commissioned/established maintenance activity. This period begins from the date of the commissioning or establishment and ends six months later. Thereafter, required SE falls under the category of replacement SE. The process of reoutfitting a maintenance activity with peculiar SE is the result of a change in aircraft models, increase in number of aircraft being supported, configuration changes to the aircraft model and/or increase in the computed allowance resulting from a source data change. This period begins on the date of the reoutfitted IMRL print or IMRL allowance supplement (whichever is later) and ends six months later. Thereafter, these items fall under the category of replacement SE.

c. IMRL SE will be requisitioned, when directed by COMNAVAIRPAC, by submitting standard form DD 1348. The Wing SE Asset Manager will complete the requisition form and assign a document number. A yellow copy of the requisition will be forwarded to the squadron as proof of action taken.

d. Squadrons will maintain an outstanding and completed requisition file for IMRL items ordered through COMHELTACWINGPAC. Status of requisitions will be forwarded to the Wing SE Asset Manager bi-weekly. Upon receipt of material, the squadron will forward a signed copy of receipt to COMHELTACWINGPAC, Code N422.

2. EVEN COG IMRL SE (6R, 2V, or 7Z,) will not be requisitioned by the squadron. This SE may be received from a contractor or supply point.

JUN 19 1997SE Shipping Instructions

1. SE listed in Request for Disposition Instructions will be available for transfer and properly identified so transfers may be initiated when notified. All publications, history records, etc., will accompany SE.
2. When directed by the Wing SE Asset Manager to transfer equipment to another IMRL activity, the equipment will be certified RFI/RFU as per reference (c), enclosure (2), Exhibit I. The following procedures will apply:

- a. Deliver SE to the shipping section (usually supply) within ten working days from the date of message directing transfer.

- b. Request shipping data (shipping document number, date shipped, mode of shipment) from the shipping section within three working days after delivering the SE for shipment. After receiving the shipping data, submit transfer TR to COMNAVAIRPAC and provide shipping data via naval message to the receiving activity. The point of contact (POC) in the message will be the shipping activity's MCO, MMCO, or AMO. The person certifying the SE as being RFI will have his/her name listed under the column CERT RFI BY.

NOTE: Under no circumstances will an activity transfer or ship to another activity SE which is incomplete, non-RFI, or does not meet the condition code specified in the original excess declaration, unless specifically authorized by COMNAVAIRPAC.

The message text will be in the following format:

TO AAI P/N CAGE SER NR TR TCN
60495 1420000 95750 DGX25 7399 N00620-7205-EX01
CERT RFI BY: AT1 SMITH

All other shipping information, such as date shipped, mode of shipment, etc., will be stated in a separate paragraph.

- c. Advise Wing SE Asset Manager immediately if unable to ship SE. Cite justification. If SE is non-RFI, state corrective action taken.

Encl (5)

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d. Forward copy of transfer TR and Shipping Data RFI/RFU Certification by U.S mail to the receiving activity, attention SE Asset Manager (attention AIMD SE Asset Manager if shipping SE to an AIMD).